



Receptionist

Location: Long Close School, Berkshire

Contract Type: Full Time | Permanent

Start Date: September/October 2026

The Role

Long Close School is a leading independent school community with a warm, family ethos and a commitment to providing an exceptional experience for our pupils and families.

We are looking for a friendly, professional and highly organised Receptionist to join our busy school administration team.

As one of the first people that pupils, parents, visitors and prospective families meet, you will play an important role in representing Long Close and creating a warm, welcoming and professional first impression.

This is much more than a traditional reception role. Working alongside our existing Receptionist and reporting to the School Operations Manager, you will be at the heart of the day-to-day running of the school, providing administrative support to the Senior Leadership Team and helping to ensure that our main office operates efficiently and effectively.

The role is varied and fast-paced and will include visitor management, school communications, recruitment coordination, policy administration and supporting the School calendar, as well as providing day-to-day administrative support to members of the Senior Leadership Team.

We are looking for somebody who:

- is warm, confident and approachable, with excellent people and customer-service skills;
- has an excellent telephone manner and communicates professionally;

- is highly organised and able to prioritise effectively in a busy environment;
- has strong attention to detail and takes pride in producing accurate work;
- is confident using IT and office systems;
- is reliable, flexible and able to use their own initiative; and
- enjoys being part of a team and contributing to the wider life of a school.

Previous experience of working within a reception or office administration environment and delivering excellent customer service is required. Experience of working within a school environment or using iSAMS would be advantageous.

If you are organised, personable and thrive in a busy environment, we would love to hear from you.

Please note CVs are not accepted.

Application forms are available on our website and please email careers@longcloseschool.co.uk should you have any other questions.

Closing Date: 9am on Friday 2 October 2026

Interviews: Monday 5 October 2026

Long Close School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Safer recruitment practices and appropriate pre-employment checks will be undertaken before any appointment is confirmed.